

## HRO SPONSORED NSPS TRAINING



**COURSE TITLE: NSPS Pay Pool Management**

**DATE/TIME:** 27 – 28 September (16 hrs) – 0730-1600

**TRAINING SITE:** Community & Education Center, Room 111

**NOMINATION DEADLINE:** 12 September 2007

**COST:** None

**NOMINATION METHOD:** Email or phone in your request for nomination to Mr. Mine, [toshimitsu.mine@sasebo.navy.mil](mailto:toshimitsu.mine@sasebo.navy.mil). Telephone: 252-3493 or fax at 252-3836. **Be sure to provide proof of completion of the pre-requisites in the form of the completion certificates from the NSPS 101 Class, HR Elements Class and Performance Management class.** Must have a minimum of 20 students before this class will be run.

**COURSE DESCRIPTION:** This class will meet the mandatory requirement for Pay Pool Management training for those who will be converting to the National Security Personnel System (NSPS) who are involved with pay pools as a Pay Pool Manager, Pay Pool Panel Member, or an advisor to a pay pool. Participants will gain an understanding of the sequence and steps involved in the pay pool process; the importance of pay pool ethics and standards of conduct; roles and responsibilities; reconcile ratings based on performance; the financial implications of share selections and paying bonuses and salary increases; recognizing performance on an individual and on a team level and to describe the link between pay and performance.

**PREREQUISITE:**

1. NSPS 101 Completion (Link to NSPS 101: <http://www.cpms.osd.mil/nsps/nsps101/index.htm>).
2. HR Elements for Managers, Supervisors & Employees.
3. Performance Management for Managers & Supervisors.

**TRAINING MATERIALS:** Instructions for printing of course handouts will be issued after the nomination deadline.